



**PURCHASING DEPARTMENT
REQUEST FOR INVITATION TO BID NO. # 07ITB55024YA-DR
MICROFILMING, ARCHIVAL/PRINT/PLATS SERVICE
FOR
CLERK OF SUPERIOR COURT**

BID DUE TIME AND DATE: 11:00 A.M. Local Time May 10, 2007
PURCHASING CONTACT: Donald R. Riley (404) 730-7916
E-MAIL: donald.riley@fultoncountyga.gov

**LOCATION: FULTON COUNTY PURCHASING &
CONTRACT COMPLIANCE DEPARTMENT
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303**

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**INVITATION TO BID
MICROFILMING, ARCHIVAL/PRINT/PLATS SERVICE
ITB #07ITB55024YA-DR
FULTON COUNTY GOVERNMENT**

SECTION 1 - INSTRUCTIONS TO BIDDERS

Fulton County Government ("County") invites sealed bids for 07ITB55024YA-DR Microfilming, Archival/Print/Plats Service.

1. GENERAL INFORMATION

- a. **Purchasing the Bid Document:** This document and supporting documents can be downloaded at the Fulton County Website <http://www.fultoncountyga.gov> under "Bid Opportunities".
- b. **The Bid package consists of the following scope of work:** To provide Microfilming, Archival Print/Plat Services to the Clerk of Superior Court on an "as needed" basis. The detailed scope of work and technical specifications are outlined in Section 7 of this bid document.
- c. The term "Bid Documents" denotes all contract documents, notices, instructions and letters issued by the County's Purchasing Director in connection with this procurement.
- d. **Bid Contact:** Information regarding the bid, either procedural or technical, may be obtained by contacting Donald R. Riley, Assistant Purchasing Agent at (404) 730-7916 or e-mail donald.riley@fultoncountyga.gov . Information regarding the bid requirements may be obtained by using the following procedure. Inquiries must be submitted in writing to:

Fulton County Department of Purchasing and Contract Compliance
Attn: Donald R. Riley
130 Peachtree Street, S.W. Suite 1168
Atlanta, GA 30303
Phone: (404) 730-4201
Fax: (404) 893-1744
Reference Bid # 07ITB55024YA-DR Microfilming, Archival/Print/Plats

2. PRE-BID CONFERENCE

There will be no Pre-bid conference for this project. However, only those responses that are in the form of writing will be responded to by the County in written communications will be official.

3. **SITE VISIT:** There will be no site visit for this project. However, Bidders are encouraged to visit the route of the reuse main per the design drawings on their own.

4. PREPARATION AND SUBMISSION OF BIDS

Bid forms must be filed in accordance with the following instructions:

- a. Bidders shall **SUBMIT ONE (1) ORIGINAL, SIGNED AND DATED, AND FIVE (5) COPIES** on the forms provided in the Bid Documents. All Bids must be made on the Bid forms contained herein. All blank spaces must be typed on hand

written in blue ink. All dollar amounts must be BOTH in writing and figures and represent prices for the published scope of work without exceptions. Written prices prevail over number prices in the event of error. All corrections to any entry must be lined out and initialed by the Bidder. Please do not use correction tapes or fluids. **Indicate all addenda incorporated in the Bid.** Bids shall be signed by hand by an officer of principal of the Bidder with the authority to make a Contract.

Bids by Joint Ventures, consortia, associations or partnerships shall designate one single participant to represent all those forming the bidding entity. Bids shall be signed by a duly authorized representative of the bidding entity and evidence of the Signatory's authority signed by and listing the full names and addresses of all participants in the bidding entity shall be attached to the Bid submittal.

- b. Bids must be sealed and clearly marked identifying the following information:
1. Bidder's Name/Company Name and Address.
 2. Bids shall be addressed to:

**Department of Purchasing and Contract Compliance
Fulton County Public Safety Building
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459**

RE: 07ITB55024YA-DR Microfilming, Archival/Print/Plats Service

5. **BIDDER'S MODIFICATION AND WITHDRAWAL OF BIDS:** A Bidder may modify or withdraw its bid by written request, provided that the request is received by the County prior to the bid due date and time at the address to which bids are to be submitted. Provided further, that in case of an electronic request (i.e. facsimile, e-mail, etc.) a written confirmation thereof over the authorized signature of the Bidder must be received by the County at the address to which original Bids are to be submitted within three (3) calendar days after issue of the electronic message. Following withdrawal of its bid, the Bidder may submit a new, providing delivery is affected prior to the established bid opening date and time. **No bid may be withdrawn after bid due date for sixty (60) calendar days.**
6. **ADDENDA AND INTERPRETATIONS:** No interpretations of the meaning of the Drawings, Specifications or other pre-bid documents will be made to any Bidder orally. Bidders requiring clarification or interpretation of the Bidding Documents shall make a request to Donald R. Riley **no later than 2:00 PM, May 4, 2007.** Written requests for clarification or interpretation may be mailed, hand delivered, e-mailed or faxed to the Bid Contact listed in Section 1(d). Telephone inquiries will not be accepted.

Only communications from firms that are in writing and signed will be recognized by the County as duly authorized expressions on behalf of proposers/Bidders. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Specifications which, and if any addenda are issued to this Invitation to Bid.

7. **REQUIRED SUBMITTALS:** The Bidder **must complete and execute** the following:
1. Bid Form
 2. Bid Schedule (*if applicable*)
 3. Bid Bond
 4. Certification of Acceptance of Bid Requirements

5. Corporate or Partnership Certificate
6. Non-Collusion Affidavit of Prime Bidder
7. Contract Compliance Forms, fully executed
 - a. Promise of Non-Discrimination (Exhibit A)
 - b. Employment Report (Exhibit B)
 - c. Schedule of Intended Sub-Contractor Utilization (Exhibit C)
 - d. Letter of Intent to Perform As a Sub-Contractor or Provide Materials or Services (Exhibit D)
 - e. Declaration Regarding Sub-Contractor Practices (Exhibit E)
 - f. Joint Venture Disclosure Affidavit (Exhibit F)
 - g. Equal Business Opportunity (EBO) Plan

Any bids received after the stated time and date shall not be considered. It shall be the sole responsibility of the Bidder to have his/her bid delivered to the Fulton County Department of Purchasing and Contract Compliance for receipt on or before the stated time and date (section 0002). If a bid is sent by U.S. Mail, the Bidder shall be responsible for its timely delivery to the Department of Purchasing and Contract Compliance. Bids delayed by mail will not be considered, shall not be opened, and arrangements shall be made for their return at the Bidder's request and expense.

8. TERM OF CONTRACT:

The term of the contract shall be for one (1) year from the issuance of the Notice to Proceed.

9. NO CONTACT PROVISION

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential Vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

- 10. BID AND CONTRACT SECURITY:** A Bid Bond for an amount equal to five percent (5%) of the bid amount must accompany each bid. The bid bond shall be submitted in a separate, sealed envelope marked "Bid Bond".

Bids must be accompanied by a bid bond or certified check in an amount of five percent (5%) of the TOTAL AMOUNT of the base bid. The bid bond or certified check shall apply ONLY TO THIS BID. The bid name and contract number must appear on the security instrument. The bond must remain in full force and effect until the Bidder executes the final Contract. Bids not satisfying the bonding requirements of this project will be declared non-responsive.

The Surety of the Bid Bond shall be from a surety company authorized to do business in the State of Georgia, shall be listed in the Department of Treasury Circular 570, and shall have an underwriting limitation in excess of 100% of the bid amount. The Bonds and Surety shall be subject to approval by the County Attorney.

As a condition of responsiveness the bid submission must contain a Bid Bond for an amount equal to five percent (5%) of the bid amount. Checks or letters of credit of any type will not be accepted. A certified cashier's check will be acceptable. When the Bidder's package is opened, a Purchasing Agent will verify the presence of the Bid Bond and remove it from the bid package.

If the Bidder withdraws its bid from the competition after the selection of its bid for a reason not authorized by Georgia law, the County will proceed on the Bid Bond, along with any other available remedies.

Any bid bond, performance bond, payment bond, or security deposit required for public works construction contract shall be approved and filed with purchasing agent. At the option of the County, if the surety named in the bond is other than a surety company authorized by law to do business in this state pursuant to a current certificate of authority to transact surety business by the Commissioner of Insurance, such bond shall not be approved and filed unless such surety is on the United States Department of Treasury's list of approved bond sureties.

A Purchasing Agent shall approve as to form and as to the solvency of the surety any bid bond, performance bond, or payment bond required. In the case of a bid bond, such approval shall be obtained prior to acceptance of the bid or proposal. In the case of payment bonds and performance bonds, such approval shall be obtained prior to the execution of the contract.

Whenever, in the judgment of the County:

- (1) Any surety on a bid, performance, or payment bond has become insolvent;
- (2) Any corporation surety is not longer certified or approved by the Commissioner of Insurance to do business in the state; or
- (3) For any cause there are no longer proper or sufficient sureties on any or all the bonds

The County may require the Contractor to strengthen any or all of the bonds or to furnish a new or additional bond or bonds within ten (10) days. Thereupon, if so ordered by the County, all work on the contract shall cease unless such new or additional bond or bonds are furnished. If such bond or bonds are not furnished within such time, the County may terminate the contract and complete the same as the agent of and at the expense of the Contractor and his or her sureties.

Attorneys-in-fact for Bidders who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

- 11. RIGHT TO REJECT BIDS:** The County reserves the right to reject any or all bids and to waive informalities. No bids will be received after the time set for opening bids. Any unauthorized conditions, limitations or provisions attached to the Bid, except as provided herein, will render it informal and may cause its rejection. Unbalanced bids will be subject to

rejection. Any Bidder may withdraw his/her bid, either personally or by telegraphic or written request, at any time prior to the scheduled closing time for receipt of bids. Telegraphic or written requests for withdrawal must be in the possession of the County prior to the closing time for receipt of bids.

12. **APPLICABLE LAWS:** All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Code of Laws §2-324, which is incorporated by reference herein.
13. **EXAMINATION OF CONTRACT DOCUMENTS:** Prospective Bidders shall examine the contract documents and before submitting a bid, shall make a written request to the County for an interpretation or correction of any ambiguity, in consistency or error therein which could be discovered by a Bidder. At the bid opening each Bidder shall be presumed to have read and be familiar with the contract documents.
14. **TERMINATION:** The County may terminate the contract resulting from this solicitation at any time the Vendor fails to carry out the contract provisions, if in the opinion of the County, the performance of the contract is unreasonably delayed, or the Vendor is in direct violation of the contract conditions. The County shall provide the Vendor with notice of any conditions which violate or endanger the performance of the contract and, if after such notice the Contractor fails to remedy such conditions within thirty (30) days, to the satisfaction of the County, the County may exercise their option in writing to terminate the Contract without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises. Vendor agrees by its bid submission that the County's decision is final and valid.
15. **INSURANCE AND RISK MANAGEMENT PROVISIONS:** Insurance and Risk Management Provisions and Indemnification and Hold Harmless provisions are outlined in Section 6 of this bid document. The Bidder is required to sign the document and include it with its bid submission.
16. **WAGE CLAUSE:** Pursuant to Fulton County Code section 102-391, Each Contractor shall agree that in the performance of the Contract he will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.
17. **BID OPENING:** Bids will be opened in public and read aloud. All Bidders are requested to be present at the opening.
18. **DETERMINATION OF SUCCESSFUL BIDDER:** Fulton County desires to complete this work in a timely manner. The Contract will be awarded to the lowest responsive, responsible Bidder(s), if awarded.
 - 1) **Responsibility:** The determination of the Bidder's responsibility will be made by the County based on whether the Bidder meets the following minimum requirements:
 - a) The County reserves the right to reject any bid if the evidence submitted by, or investigation of, the Bidder fails to satisfy the County that he/she is properly qualified to carry out the obligations of the Contract.
 - b) Maintains a permanent place of business individually or in conjunction with the Prime Contractor.
 - c) Has the appropriate and adequate technical experience. Designated Project Manager must be proficient in all aspects of contracted work.

- d) Has adequate personnel and equipment to do the work expeditiously.
- e) Has suitable financial means to meet obligations incidental to the work.

- 2) **Responsiveness:** The determination of responsiveness will be made by the County based on a consideration of whether the Bidder has submitted a complete Bid form without irregularities, excisions, special conditions, or alternative bids for any item unless specifically requested in the Bid form.

19. **NOTICE OF AWARD OF CONTRACT:** As soon as possible, and within sixty (60) days after receipt of bids, the County shall notify the successful Bidder of the Award of Contract.

The award shall be made by the Board of Commissioners of Fulton County to the lowest responsive, responsible Bidder(s) as soon as possible after receipt of bids, taking into consideration price and the responsiveness to the requirements set forth in the Invitation for Bid. In such case, no claim shall be made by the selected Contractor(s) for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of his bid. The total of the awarded contract shall not exceed the available funds allocated for this project.

Should the County require additional time to award the contract, the time may be extended by mutual agreement between the County and the successful Bidder. If an Award of Contract has not been made within sixty (60) days from the bid date or within the extension mutually agreed upon, the Bidder may withdraw the Bid without further liability on the part of either party.

Any award made by the Board of Commissioners as a result of this bid will begin from the date of the notice to proceed. The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order of the Program Manager. The contract shall become effective on the Contract Date and shall continue in effect until the end of the term of the contract or until the project has been closed-out by the User Department unless earlier terminated pursuant to the termination provisions of the contract.

20. **BASIS OF AWARD:** The Contract, if awarded, will be awarded on a lump sum basis to the lowest responsive and responsible Bidder. No bid may be withdrawn for a period of sixty (60) days after the date of bid opening except as permitted by O.C.G.A., §36-91-41 et seq., as amended. Each Bid must be accompanied by a Bid Bond in accordance with the Bid Bond Requirements provided in the Contract Documents, on a Surety Company's Standard Bid Bond Form acceptable to the County in an amount no less than 5% of the amount bid. The successful Bidder will be required to furnish a Performance Bond and Payment Bond, **on or before** the issuance of Notice to Proceed, each in the amount of 100% of the Contract Amount. All other required Contract Documents must be fully completed and executed by the Contractor and his/her Surety, and submitted to the Owner **on or before** the issuance of the Notice to Proceed.

21. **EXECUTION OF CONTRACT DOCUMENTS:** Upon notification of Award of Contract, the County shall furnish the Contractor the conformed copies of Contract Documents for execution by the Contractor and Contractor's surety.

Within fifteen (15) days after receipt the Contractor shall return all the documents properly executed by the Contractor and the Contractor's surety. Attached to each document shall be an original power-of-attorney for the person executing the bonds for the surety and certificates of insurance for the required insurance coverage.

After receipt of the documents executed by the Contractor and his surety with the power-of-attorney and certificates of insurance, the County shall complete the execution of the documents. Distribution of the completed documents will be made upon completion.

Should the Contractor and/or surety fail to execute the documents within the time specified, the County shall have the right to proceed on the Bid Bond accompanying the bid.

If the County fails to execute the documents within the time limit specified, the Contractor shall have the right to withdraw the Contractor's bid without penalty.

Should an extension of any of the time limits stated above be required, this shall be done only by mutual agreement between both parties.

Any agreement or contract resulting from the acceptance of a bid shall be on a County approved document form. The County reserves the right to reject any agreement that does not conform to the Invitation for Bid and any County requirements for agreements and contracts. The County reserves the right to modify the agreement resulting from this bid upon the recommendation of the County Attorney.

- 22. JOINT VENTURE:** Any Bidder intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture agreement with its offer. The agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with Fulton County, or accompanied by a document, binding upon the Joint Venture and its constituent members, making such designation. Offers from Joint Ventures that do not include these documents will be rejected as being non-responsive.

- 23. CONTRACTORS COMPLIANCE WITH ALL ASSURANCES AND/OR PROMISES MADE IN RESPONSE TO PROCUREMENT:** Should any Bidder submit a response to the County promising to provide a certain level of service for either the scope of work, MBE participation, or any other matter, including where such promise or assurance is greater than what is required by the procurement documents, and should this response containing the promise or assurance be accepted by the County and made a part of the Contract Documents, then this degree or level of service promised by the Bidder relating to the scope of work, MBE participation, or other matter shall be considered to be a material part of the Agreement between the Bidder and the County, such that the Bidder's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to the General Conditions of the Agreement.

- 24. MINIMUM PARTICIPATION OF REQUIREMENTS FOR PRIME CONTRACTORS**

Pursuant to Fulton Code section 102-357, the Prime Contractor or Vendor for this project or contract actually perform no less than fifty-one percent (51%) of the scope of work of the prime contract.

FULTON COUNTY PURCHASING DEPARTMENT

BID GENERAL REQUIREMENTS

07ITB55024YA-DR Microfilming, Archival/Print/Plats

The following information pertains to the submission of a Bid to Fulton County, and contains instructions on how Bids must be presented in order to be considered. Listed below are the requirements for all Bidders interested in doing business with Fulton County.

1. The Bid sheets included in this Invitation to Bid ("Bid") must be fully completed and returned with the Bid unless otherwise specified in writing by the Purchasing Department. Type or neatly print the date, company name, and the full legal name and title of the person(s) signing the Bid in the place provided at the bottom of each Bid sheet. Any additional sheets submitted must contain the same signature and Bidder information.
2. All signatures must be executed by person(s) having contracting authority for the Bidder.
3. Absolutely no fax Bids or reproduction Bids will be accepted, except that photocopies may be submitted in addition to the original when multiple copies of the Bid are specifically requested in the solicitation.
4. The envelope in which the Bid response is submitted must be sealed and clearly labeled with the Bid number, project title, due date and time, and the name of the company or individual submitting the proposal. Bids must be received by the opening date and time shown on this Bid in order to be considered. The Purchasing Agent has no obligation to consider Bids which are not in properly marked envelopes. Contract Compliance submittals shall be submitted in a separate sealed envelope or package.
5. The original and the required number of copies of the Bid must be returned to:

Fulton County Purchasing Agent
Fulton County Department of Purchasing and Contract Compliance
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303

Any inquiries, questions, clarifications or suggestions regarding this solicitation should be submitted in writing to the Purchasing Contact Person. Contact with any other County personnel in regard to a current solicitation is strictly prohibited in accordance with Fulton County "No Contact" policy outlined in Section 35.

6. Show information and prices in the format requested. Prices are to be quoted F.O.B. Destination, and must include all costs chargeable to the Contractor executing the Contract, including taxes. Unless otherwise provided in the Contract, Fulton County shall have no liability for any cost not included in the price. The Contractor shall provide Fulton County the benefit through a reduction in price of any decrease in the Contractor's costs by reason of any tax exemption based upon Fulton County's status as a tax-exempt entity.
7. All prices Bid must be audited by the Bidder to ensure correctness before the Bid is submitted. The Bidder is solely responsible for the accuracy of information placed on a Bid sheet, including prices. Clerical or mathematical error is insufficient to void a

successful Bid but a Bidder may withdraw a sealed Bid prior to opening without a penalty.

8. All prices must be submitted in the format requested and less all trade discounts. When multiple items are being Bid, Bidder must show both the unit price and the total extended price for each item. When applicable, the Bidder must include an additional lump sum Bid for groups or items. In the event a Bidder is offering an additional discount on groups of items, Bidder must indicate the total lump sum Bid for the particular group of items before any extra discount, the amount of extra discount, and the net total for the particular group. In the event of an extension error, unit pricing shall prevail.
9. By submitting a signed Bid, Bidder agrees to accept an award made as a result of that Bid under the terms and conditions spelled out in the Bid documents. In the event of a conflict between the different Bid documents, the County's cover Contract (if used) shall have precedence, followed in order by the Invitation to Bid, Purchase Order, Bid, Contractor's Warranty Agreement, Maintenance Agreement, and/or other Contractor provided agreements.
10. A Bidder may submit only one (1) Bid response for each specific Bid solicitation unless otherwise authorized in the specifications.
11. All prices submitted by the Bidder to Fulton County must be guaranteed by the authorized person(s) against any price increase for the time period designated in the Bid specifications, and Fulton County must be given the benefit of any price decrease occurring during such designated time period.
12. All items Bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
13. All Bidders must specify in the Bid response the earliest actual delivery date for each item unless otherwise specified in writing by Fulton County. The delivery date may be a factor in deciding the Bidder's capability to perform.
14. A successful Bidder's delivery ticket(s) and invoice(s) must list each item separately and must show Fulton County's purchase order number as well as the proper department and address to which delivery was made, as listed on the purchase order or in the Bidder's contract with Fulton County.
15. Unless clearly shown as "no substitute" or words to that effect, any items in this Invitation to Bid which have been identified, described or referenced by a brand name or trade name are for reference only. Such identification is intended to be descriptive but not restrictive, and is to indicate the general quality and characteristics of products that may be offered. Each item Bid must be individually identified as to whether it is a specified item or an equivalent item by typing or printing after the item(s): The brand name; model or manufacturer's number, or identification regularly used in the trade. Deviations from the specifications must be clearly and fully listed on the Bid sheet, including photographs or cuts, specifications, and dimensions of the proposed "alternate". Fulton County is the sole judge of "exact equivalent", or "alternate". The factors to be considered are: function, design, materials, construction, workmanship, finishes, operating features, overall quality, local service facilities, warranty terms and service, and other relevant features of item(s) Bid.
16. For all Bids, Fulton County reserves the right to request representative samples. If requested, samples must be delivered at the Bidder's cost within three (3) business days. Samples are submitted at the risk of the Bidder and may be subjected to

destructive tests by Fulton County. Samples must be plainly tagged with Fulton County's Bid number, item name, manufacturer, and the name of the Bidder.

17. Item(s) Bid must be complete and ready to operate. No obvious omissions of components or necessary parts shall be made even though the specifications may not detail or mention them. Unit(s) must be furnished with factory installed equipment and must be comparable with the basic form, fit, and functional requirements which are all to be included in the base price as well as any other equipment included as standard by the manufacturer or generally provided to the buying public.
18. All successful Bidders must assume full responsibility for all item(s) damaged prior to F.O.B. Destination delivery and agree to hold harmless Fulton County of all responsibility for prosecuting damage claims.
19. All successful Bidders must assume full responsibility for replacement of all defective or damaged goods within thirty (30) days of notice by Fulton County of such defect or damage.
20. All successful Bidders must assume full responsibility for providing or ensuring warranty service on any and all items including goods, materials, or equipment provided to the County with warranty coverage. If a successful Bidder is not the manufacturer, all manufacturers' warranties must be passed through to Fulton County. The Bidder and not Fulton County is responsible for contacting the manufacturer of the warranty service provided during the warranty period and supervising the completion of the warranty service to the satisfaction of Fulton County.
21. As a successful Bidder providing any equipment which requires fitting and assembly, the Bidder shall be solely responsible for such installation being performed by a manufacturer's authorized or approved servicer or an experienced worker, utilizing workmanship of the highest caliber. The Bidder must verify all dimensions at the site, shall be responsible for their correctness, and shall be responsible for the availability of replacement parts when specified in writing by Fulton County in the specifications, purchase order, or other contract.
22. A successful Bidder is solely responsible for disposing of all wrappings, crating, and other disposable material upon deliver of item(s).
23. All Bidders are required to be authorized distributors or regularly engaged in the sale or distribution of the type of goods, materials, equipment or services for which the Bidder is submitting a Bid response in addition, all Bidders are required to provide Fulton County with three (3) written references documenting the successful completion of Bids or contracts for the types of items including goods, materials, equipment, or services for which the Bidder is submitting a Bid response. In instances where a Bidder has never supplied such goods, material, equipment, or services before, the Bidder must submit with the Bid response a statement and supporting documentation demonstrating such expertise, knowledge, or experience to establish the Bidder as a responsible Bidder, capable of meeting the Bid requirements should an award be made. No exceptions to this provision will be made unless authorized in the Bid specifications.
24. Bidders may be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their Bid proposal, and are in all respects competent and eligible Vendors to fulfill the terms of the specifications. Fulton County may make such investigations as it deems necessary to determine the ability of the Bidder to perform such work, and reserves the right to reject any Bidder

if evidence fails to indicate that the Bidder is qualified to carry out the obligation of the Contract and to complete the work satisfactorily.

25. All Bidders must comply with all Fulton County Purchasing laws, policies, and procedures, non-discrimination in contracting and procurement ordinances, and relevant state and federal laws including but not limited to compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act. Successful Bidder must obtain all permits, licenses, and inspections as required and furnish all labor, materials, insurance, equipment, tools, supervision, and incidentals necessary to accomplish the work in these specifications.
26. If a successful Bidder is unable or unwilling to enter into a Contract with Fulton County subsequent to being granted an award, or who fails to perform in accordance with the Bid specifications the Bidder will be subject to damages and all other relief allowed by law.
27. Successful Bidders contract directly with Fulton County and are the party or parties obligated to perform. Contracts may not be assigned and any failure to perform the Contract in accordance with the specifications will constitute a breach of Contract and may result in a Bidder being found to be "non-responsive" in the future.
28. In case of default by the successful Bidder, Fulton County may procure the articles for services from another source and hold the successful Bidder responsible for any resulting excess cost.
29. The County may award any Bid in whole or in part to one or more Vendors or reject all Bids and/or waive any technicalities if it is in the best interests of the County to do so. In the event that all Bids are not rejected, Bids for items including goods, materials, equipment, and services will be awarded to the lowest "responsible" Bidder(s) as determined by Fulton County. Submitting the lowest Bid, as published at the Bid opening, does not constitute an award or the mutual expectation of an award of a Contract and purchase order. For purposes of this notice and the attached Bid sheets, a purchase order is a Contract to provide items including goods, materials, equipment, and services and is intended to have the full force and effect of a Contract. A breach of the terms and conditions of a purchase order constitutes a breach of Contract.
30. Bids for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may withdrawn as follows:

Competitive sealed Bids ("Bid") may not be revoked or withdrawn until sixty (60) days after the time set by the governmental entity for opening of Bids. At the end of this time period, the Bid will cease to be valid, unless the Bidder provides written notice to the County prior to the scheduled expiration date that the Bid will be extended for a time period specified by the County.
31. In the evaluation of the Bids, any award will be subject to the Bid being:
 - A. Compliant to the specification – meets form, fit, and function requirements stated or implied in the specification.
 - B. Lowest cost to the County over projected useful life.
 - C. Administratively Compliant – Including all required bonds, insurance, established quality of work and general reputation, financial responsibility, relevant experience, and related criteria.

32. All proposals and Bids submitted to Fulton County are subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) §50-18-70 et seq.
33. All proposals and Bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h). The Utility Contractor License number of the person who will perform the utility work shall be written on the face of the Bid envelope.
34. The apparent silence of this specification, and any supplement thereto, as to details, of the omission from it of a detailed description concerning any point, will be regarded as meaning only the best commercial practices are to prevail. Only materials of the highest quality, correct type, size, and design are to be used. All interpretations of this specification will be made upon the basis of this statement, with Fulton County interpretation to prevail.
35. It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential Vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.
 - A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
 - B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
 - C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.
36. Any Bidder intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture Agreement with this Bid. This agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with Fulton County, or are accompanied by a document, binding upon the Joint Venture and its constituent members, making such designation. Bids from Joint Ventures that do not include these documents will be rejected as being "non-responsive".
37. Any Bidder intending to respond to this solicitation must complete all of the Procurement Affidavit Forms provided in this solicitation. Bids that do not include these completed documents will be rejected as being "non-responsive".

Required Bid Submittal Check List for Invitation To Bid (ITB)

The following submittals shall be completed and submitted with each bid (see table below "Required Bid Submittal Check List."). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original bid, signed and dated and ____ () **complete** copies of the Original Bid including all required documents.

Item #	Required Bid Submittal Check List	Check (√)
1	Bid Form – submittal shall show amounts for both Base Bid and Alternate and shall be signed and sealed by the Bidder. All dollar amounts must be Both in writing AND figures and represent prices for the published scope of work without exceptions.	
2	Acknowledgement of each Addendum	
3	Bid Bond	
4	Purchasing Forms Form A - Non-Collusion Affidavit of Prime Bidder/Offeror Form B - Non-Collusion Affidavit of Sub-Contractor Form C - Certificate of Acceptance of Request for Bid/Proposal Requirements Form D - Georgia Utility Contractor License Form E - Certificate Regarding Debarment Form F - Corporate Certificate Form G - Disclosure Form & Questionnaire	
5	Office of Contract Compliance Requirements Exhibit A - Promise of Non-Discrimination Exhibit B - Employment Record Exhibit C - Schedule of Intended Sub-Contractor Utilization Exhibit D - Letter of Intent to Perform as Sub-Contractor Exhibit E - Declaration Regarding Sub-Contractor Practices Exhibit F - Joint Venture Disclosure Affidavit Exhibit G - Prime Contractor/Sub-Contractor Utilization Report Equal Business Opportunity Plan (EBO Plan)	
6	Risk Management Insurance Provisions Form	
7	Pricing Forms	
8		
9		
10		
11		
12		
13		
14		
15		

END OF SECTION NO. 1

SECTION 2 BID FORM

07ITB55024YA-DR MICROFILMING, ARCHIVAL/PRINT/PLATS SERVICE

Submitted April 19, 2007

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

BASE BID AMOUNT (Do not include any Bid Alternates)

\$ _____
(Dollar Amount in Numbers)

(Dollar Amount in Words)

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order of the Contracting Officer and to fully complete all work under this Contract within **One Hundred and Twenty (120)** consecutive calendar days from and including said date.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # _____	DATED _____
ADDENDUM # _____	DATED _____
ADDENDUM # _____	DATED _____
ADDENDUM # _____	DATED _____

BIDDER: _____

Signed by: _____
[Type or Print Name]

Title: _____

Business Address: _____

Business Phone: _____

Bidder's Contractor License No: _____
[State/County]

License Expiration Date: _____

Enclosed is a Bid Bond in the approved form, in the sum of:

_____ Dollars

(\$_____) according to the conditions of "Instructions to Bidders" and provisions thereof.

END OF SECTION 2

SECTION 3 PURCHASING FORMS & INSTRUCTIONS

This section contains the procurement forms that are required to be executed and submitted with the bid package. This section does not contain all forms required to be included with the bid package submittal.

To be deemed responsive to this RFP, Bidders must provide the information requested and complete in detail all Purchasing Forms. The appropriate individual(s) authorized to commit the Bidder to the Project must sign the Purchasing Forms. Bidders should reproduce each Purchasing Form, as required, and complete the appropriate portions of the forms provided in this section.

- Form A: Non-Collusion Affidavit of Prime Bidder
- Form B: Certificate of Acceptance of Request for Bid Requirements
- Form C: Certification Regarding Debarment
- Form D: Corporate Certification
- Form E: Disclosure Form And Questionnaire

Form A

NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF GEORGIA

COUNTY OF FULTON

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the Bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the Bidder only, or if furnished to any other Bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 200__.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

Form B

FULTON COUNTY CERTIFICATE OF ACCEPTANCE OF BID REQUIREMENTS

This Is To Certify That On This Day Bidder Acknowledges That He/She Has Read This Bid Document, Pages _____ To _____ Inclusive, Including Addendum(s) ____ To ____, And/Or Appendices ____ To ____, In Its Entirety, And Agrees That No Pages Or Parts Of The Document Have Been Omitted, That He/She Understands, Accepts And Agrees To Fully Comply With The Requirements Therein, And That The Undersigned Is Authorized By The Bidding Company To Submit The Bid Herein And To Legally Obligate The Bidder Thereto.

Company: _____

Signature: _____

Name: _____

Title: _____

Date: _____

(Corporate Seal)

Form C**CERTIFICATION REGARDING DEBARMENT**

- (1) The Offeror certifies that neither it or its Sub-Contractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the Fulton County Government.
- (1) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or Sub-Contractor shall attach an explanation to this bid or proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Offeror is providing the certification set out below:

- (1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective Vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
- (2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at anytime the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

DEBARMENT ORDINANCE

The following Section 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of Contractors.

(a) Authority to suspend.

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this section, the term entity means any business entity, individual, firm, Contractor, Sub-Contractor or business corporation, partnership, limited liability corporation, firm, Contractor, Sub-Contractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members, Sub-Contractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

(b) Causes for Suspension. The causes for suspension include:

- 1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;
- 2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county Contractor.

- 3) Conviction of State or Federal Anti-trust Statutes arising out of the solicitation and submission of bids and proposals;
- 4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
 - a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;
 - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for suspension;
 - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
 - d. Falsification of any documents.
- 5) For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
- 6) Knowing misrepresentation to the county, of the use which a majority owned Contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the County) as a Sub-Contractor or a Joint Venture partner, in performing work under contract with the County.

Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2007

(Legal Name of Offeror) (Date)

(Signature of Authorized Representative) (Date)

(Title)

Form D**CORPORATE CERTIFICATE**

Corporations

I, _____, certify that I am the Secretary of the Corporation named as Contractor in the foregoing Bid; that _____, who signed said Bid on behalf of the Contractor was then _____ of said Corporation; that said Bid was duly signed for and on behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of _____.

This _____ day of _____, 20 ____.

(SEAL) must be affixed

Partnership or other entities:

I, _____, certify that I am authorized to sign to commit _____ named as Contractor in the foregoing Bid. That said company is formed under the laws of the State of _____.

This _____ day of _____, 20 ____.

It is necessary to attach a letter on company letterhead and dated on or after the date of this certificate that the individual signing to commit the partnership or other entity not a corporation to the stipulations of this bid is authorized to do so. The letter should be signed by an individual working for the company who has knowledge of this fact.

Form E
DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid.

Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.
3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:
- (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;
 - (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and
 - (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.
2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government ?

Circle One: YES NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

Circle One: YES NO

5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, Joint Venture partners and first-tier Sub-Contractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2007

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

(Title)

Sworn to and subscribed before me,

this _____ day of _____, 2007

(Notary Public) (Seal)

Commission Expires _____
(Date)

END OF SECTION NO. 3

SECTION 4
BID BOND REQUIREMENTS

No bid for a contract in Fulton County for work to be done shall be valid for any purpose unless the Contractor shall give a Bid Bond with good and sufficient surety payable to, in favor of, and for the protection of Fulton County. The Bid Bond shall be in the amount of not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

BID BOND

**07ITB55024YA-DR Microfilming, Archival/Print/Plats Service
FULTON COUNTY GOVERNMENT**

KNOW ALL MEN BY THESE PRESENTS, THAT WE_____

hereinafter called the PRINCIPAL, and _____

hereinafter call the SURETY, a corporation chartered and existing under the laws of the State of _____and duly authorized to transact Surety business in the State of Georgia, are held and firmly bound unto the Fulton County Government, in the penal sum of _____Dollars and Cents (\$_____) good and lawful money of the United States of America, to be paid upon demand of the Fulton County Government, to which payment well and truly to be made we bind ourselves, our heirs, executors, and administrators and assigns, jointly and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the Fulton County Government, for [INSERT PROJECT # AND PROJECT TITLE], a Bid;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law:

NOW THEREFORE: The conditions of this obligation are such that if the Bid be accepted, the PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the COUNTY of the award of the Contract execute a Contract in accordance with the Bid and upon the terms, conditions and prices set forth therein, in the form and manner required by the Fulton County Government, and execute sufficient and satisfactory Performance and Payments Bonds payable t the Fulton County Government, each in the amount of one hundred (100%) percent of the total contract price in form and with security satisfactory to said Fulton County Government, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the SURETY shall upon failure of the PRINCIPAL to comply with any or all of the foregoing requirements within the time specified above immediately pay to the Fulton County Government, upon demand the amount hereof in good and lawful money of the United States of America, not as a penalty but as liquidated damages.

In the event suit is brought upon this Bond by the COUNTY and judgment is recovered, the SURETY shall pay all costs incurred by the COUNTY in such suit, including attorney’s fees to be fixed by the Court.

Enclosed is a Bid Bond in the approved form, in the amount of

_____ Dollars

(\$_____) being in the amount of five (5%) percent of the CONTRACT Sum. The money payable on this bond shall be paid to the Fulton County Government, for the failure of the Bidder to execute a CONTRACT within ten (10) days after receipt of the Contract form and at the same time furnish a Payment Bond and Performance Bond.

IN TESTIMONY THEROF, the PRINCIPAL and SURETY have caused these presents to be duly signed and sealed this _____ day of _____, 2007.

(Signatures on next page)

ATTEST:

PRINCIPAL

(SEAL)

BY _____

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation
named as principal in the within bond; that _____,
Who signed the said bond of said corporation; that I know this signature, and his/her signature thereto
is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by
authority of its governing body.

SECRETARY

(CORPORATE SEAL)

SURETY

(SEAL)

BY _____

END OF SECTION NO. 4

SECTION 5

CONTRACT COMPLIANCE REQUIREMENTS

NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENT

Policy Statement: It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all Vendors and Contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private Contractors seeking to obtain contracts with Fulton County.

Equal Business Opportunity Plan (EBO Plan): In addition to the proposal submission requirements, each Vendor **must** submit an Equal Business Opportunity Plan (EBO Plan) with their bid. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a Bidder, Contractor, or Vendor or by Fulton County. The respondent **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups.
2. Efforts that will be made by the Bidder to encourage and solicit minority and female business utilization in this solicitation.

Fulton County encourages Joint Ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

Prompt Payment: The Prime Contractor **must** certify in writing and **must** document on the Exhibit G Form (Prime Contractor/Sub-Contractor Utilization Report) that all Sub-Contractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the Prime Contractor prior to receipt of any further progress payments). In the event the Prime Contractor is unable to pay Sub-Contractors, Sub-Consultants or suppliers until it has received a progress payment from Fulton County, the Prime Contractor shall pay all Sub-Contractors, sub-consultants or suppliers funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a Sub-Contractor, Sub-Consultant or supplier be paid later than fifteen (15) days as provided for by State Law.

REQUIRED FORMS AND EBO PLAN:

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), Bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the bid/proposal being deemed non-responsive:

- **Exhibit A** - Promise of Non-Discrimination
- **Exhibit B** - Employment Report
- **Exhibit C** - Schedule of Intended Sub-Contractor Utilization
- **Exhibit D** - Letter of Intent to Perform As a Sub-Contractor or Provide Materials or Services
- **Exhibit E** - Declaration Regarding Sub-Contractor Practices
- **Exhibit F** - Joint Venture Disclosure Affidavit
- **Equal Business Opportunity Plan (EBO Plan)** – This document is not a form. It is a statement created by the Bidder/proposer on its company letter head addressing the EBO Plan requirements.

All Contract Compliance documents (Exhibits A – F and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked "Contract Compliance". The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

The following document **must** be completed as instructed if awarded the bid:

- **Exhibit G** - Prime Contractor's Sub-Contractor Utilization Report

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

"Know all persons by these presents, that I/WE (_____),
Name

Title Firm Name

Hereinafter "Company"), in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the Bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EXHIBIT B – EMPLOYMENT REPORT

The demographic employment make-up for the Bidder **must** be identified and submitted with this bid. In addition, if Sub-Contractors will be utilized by the Bidder to complete this project, then the demographic employment make-up of the Sub-Contractor(s) must be identified and submitted with this bid.

EMPLOYEES

CATEGORY	NATIVE INDIAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CACUSIAN AMERICAN		OTHER	
Male/Female	M	F	M	F	M	F	M	F	M	F	M	F
Mgmt/Official												
Professional (Arch., P.E., etc.)												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Others (Specify)												
TOTALS												

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

This completed form is for (Check one) _____ Bidder _____ Sub-Contractor

Submitted by: _____ Date Completed: _____

EXHIBIT C – SCHEDULE OF INTENDED SUB-CONTRACTOR UTILIZATION

If the Bidder intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid**. All prime Bidders **must** include Letter(s) of Intent (Exhibit D) in the bid document for all Sub-Contractors who will be utilized under the scope of work/services.

Prime Bidder: _____

ITB NUMBER: _____

Project Name or Description of Work/Service(s): _____

1. My firm, as Prime Bidder on this scope of work/service(s) is _____ is not _____ a minority or female owned and controlled business. (Please indicate below the portion of work, including, percentage of bid amount that your firm will carry out directly):

If the Prime Bidder is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

2. Sub-Contractors (Including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

***Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, attach copy of recent certification letter.**

EXHIBIT C – SCHEDULE OF INTENDED SUB-CONTRACTOR UTILIZATION

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

***Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, attach copy of recent certification letter.**

EXHIBIT C – SCHEDULE OF INTENDED SUB-CONTRACTOR UTILIZATION

Total Dollar Value of Sub-Contractor Agreements: (\$)
--

Total Percentage Value: (%)

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid provisions, including the accompanying Exhibits and other terms and conditions regarding sub-Contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature/Title: _____

Firm or Corporate Name: _____

Address: _____

Telephone: () _____

Fax Number: () _____

Email Address: _____

EXHIBIT D

**LETTER OF INTENT TO PERFORM AS A SUB-CONTRACTOR
OR
PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by **ALL** known Sub-Contractors/suppliers and submitted with the bid. The Prime Contractor **must** submit Letters of Intent for ALL known Sub-Contractors/suppliers at time of bid submission.

To: _____
(Name of Prime Contractor Firm)

From: _____
(Name of Sub-Contractor Firm)

ITB Number: _____

Project Name: _____

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

[illegible]

(Prime Bidder)	(Sub-Contractor)
----------------	------------------

Signature _____ **Signature** _____

Title	Title
-------	-------

Date _____ Date _____

EXHIBIT E – DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the Bidder **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid.

_____ Hereby declares that it is my/our intent to
(Bidder)

Perform 100% of the work required for _____
(ITB Number)

(Description of Work)

In making this declaration, the Bidder states the following:

1. That the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;
2. If it should become necessary to subcontract some portion of the work at a later date, the Bidder will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a Bidder's decision to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;
3. The Bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name: _____ Title: _____ Date: _____

Signature: _____

Firm: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT**ITB No.** _____**Project Name** _____

This form must be completed and submitted with the bid if a Joint Venture approach is to be undertaken.

The firms listed below do hereby declare that they have entered into a Joint Venture agreement pursuant to the above mentioned project. The information requested below is to clearly identify and explain the extent of participation of each firm in the proposed Joint Venture. All items must be properly addressed before the business entity can be evaluated.

1. Firms:

1) Name of Business: _____
Street Address: _____
City/State/Zip: _____
County: _____
Nature of Business: _____

2) Name of Business: _____
Street Address: _____
City/State/Zip: _____
County: _____
Nature of Business: _____

3) Name of Business: _____
Street Address: _____
City/State/Zip: _____
County: _____
Nature of Business: _____

NAME OF JOINT VENTURE (If applicable): _____**OFFICE ADDRESS:** _____**PRINCIPAL OFFICE:** _____**OFFICE PHONE:** _____

EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT

Note: Attach additional sheets as required

1. Describe the capital contributions by each Joint Venturer and accounting thereof. Indicate the percentage make-up for each Joint Venture partner.
2. Describe the financial controls of the Joint Venture, e.g., will a separate cost center be established? Which Venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each Joint Venture to commit or obligate the order?
3. Describe any Ownership, options for Ownership, or loans between the Joint Ventures. Identify terms thereof.
4. Describe the estimate contract cash flow for each Joint Venturer.
5. To what extent and by whom will the on-site work be supervised?
6. To what extent and by whom will the administrative office be supervised?
7. Which Joint Venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?
8. Which Joint Venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?
9. Describe the experience and business qualifications of each Joint Venturer.
10. Submit a copy of all Joint Venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.
11. Percent of ownership by each Joint Venture in terms of profit and loss sharing: _____

12. The authority of each Joint Venturer to commit or obligate the other: _____

13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the small business enterprise, the majority firm or the Joint Venture: _____

EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

<u>Name</u>	<u>Race</u>	<u>Sex</u>	<u>Financial Decisions</u>	<u>Supervision Field Operation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In connection with any work that these firms, as a Joint Venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Finance, under the direction of the County Manager's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR: _____
(Company)

Date: _____
(Signature of Affiant)

(Printed Name)

(Company)

Date: _____
(Signature of Affiant)

(Printed Name)

State of _____:

County of _____:

On this _____ day of _____, 20_____, before me, appeared

_____, the undersigned known to me to be the person described in the foregoing Affidavit and acknowledge that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

EXHIBIT G – PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT

This report is required to be submitted by the tenth day of each month, with a copy of your payment invoice (schedule of values/payment application) to Contract Compliance. Failure to comply may result in the County commencing proceedings to impose sanctions on the successful Bidder, in addition to purchasing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial to participate in any future contracts awarded by Fulton County.

REPORTING PERIOD		PROJECT NAME:			
FROM:		PROJECT NUMBER:			
TO:		PROJECT LOCATION:			

PRIME CONTRACTOR		Contract Award Date	Contract Award Amount	Change Order Amount	Contract Period	% Complete to Date
Name:						
Address:						
Telephone #:						

AMOUNT OF REQUISITION THIS PERIOD:\$ _____
 TOTAL AMOUNT REQUISITION TO DATE:\$ _____

SUB-CONTRACTOR UTILIZATION (add additional rows as necessary)

Name of Sub-Contractor	Description of Work	Contract Amount	Amount Paid To Date	Amount Requisition This Period	Contract Period Starting Date	Contract Period Ending Date
TOTALS						

Executed By: _____
 (Signature)

 (Printed Name)

END OF SECTION NO. 5

SECTION 6
INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management Provisions

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Description must appear on the Certificate of Insurance).

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT - EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE - POLICY LIMIT	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	\$500,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

**3. BUSINESS AUTOMOBILE LIABILITY INSURANCE
Combined Single Limits** Each Occurrence - \$1,000,000
(Including operation of non-owned, owned, and hired automobiles).

4. ELECTRONIC DATA PROCESSING LIABILITY
(Required if computer Contractor) Limits - \$1,000,000

5. UMBRELLA LIABILITY
(In excess of above noted coverage's) Each Occurrence - \$2,000,000

6. PROFESSIONAL LIABILITY Each Occurrence - \$1,000,000
(Required if respondent providing bid/quotation for professional services).

7. FIDELITY BOND

(Employee Dishonesty)

Each Occurrence

-

\$ 100,000

8. BUILDERS RISK: *If the bid/quotation involves construction-related services the respondent will provide* "All-risk" form of builder's risk insurance providing coverage against loss or damage by fire or other peril on an "all-risk" form, including demolition and increased cost of construction, debris removal and the full replacement cost of the Project foundations and containing an agreed amount endorsement, and, until Final Completion and Acceptance of the Project. Such policy of insurance shall contain at least the following sub-limits of insurance and deductibles:

Sub-limits:

Property in Transit	\$1,000,000
Property in Offsite Storage	\$1,000,000
Plans & Blueprints	\$25,000
Debris Removal	25% of Insured Physical Loss
Delay in Completion / Soft Cost	TBD

Deductibles:

Flood and Earthquake	\$25,000
Water Damage other than Flood	\$100,000
All other Perils	\$10,000

Owner and Contractor waive all rights against each other and any of their Sub-Contractors, sub-Sub-Contractors, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section, or other property insurance applicable to the Work, accept such rights as they have to the proceeds of such insurance.

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

Fulton County Government – Department of Purchasing and Contract Compliance
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

It is understood that **Insurance in no way limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, Sub-Contractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

If the bid/quotation involves construction services Contractor/Vendor will be responsible fully for any and all damage to the work during the course of construction, until the point of Final acceptance by Fulton County.

FULTON COUNTY ACKNOWLEDGES THAT ALL PROVISIONS OF THIS INDEMNITY AGREEMENT MAY NOT BE APPLICABLE TO THE CONTRACTOR/VENDOR'S BUSINESS. TO THE EXTENT THAT CONTRACTOR/VENDOR MAY DEMONSTRATE SUCH NONAPPLICABILITY, FULTON COUNTY MAY NEGOTIATE AMENDMENTS TO THIS AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____

DATE: _____

SECTION 7
SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

DUPLEX ELECTROSTATIC RECORDING INCLUDING BINDERS

INTENT: It is the intent of these specifications to list the requirements of the Contractor to furnish binders as well as equipment and supplies for Duplex Electrostatic Recording. These specifications cover such technical photographic services and clerical functions required to utilize **Duplex Electrostatic Recording**.

I. SUPPLIES PROVIDED AND SERVICES PERFORMED BY THE CLERK OF SUPERIOR COURT**A. SUPPLIES**

The Clerk of Superior Court ("County") will supply, at its own expense, the following items:

1. Document Numbering Machines.
2. Ink Pad
3. Miscellaneous supplies not specifically provided by the Contractor, as available.

B. SERVICES

The County will supply, at its own expense the following services and/or personnel to perform the listed services:

1. Document reception and preparation (check documents to ensure each page is numbered and list of files is included).
2. Provide list indicating color or letters and background for binders to be furnished by Contractor.
3. Periodically check old deed book binders for repair or replacement; including, but not limited to, those binders that are labeled grantor/grantee, sizes 8 ½" x 11" and 14 ½" x 11".
4. Check fly sheets for replacement in compact books up to 1999 for deed books, criminal books and ex parte books.

II. EQUIPMENT TO BE FURNISHED BY THE CONTRACTOR

1. One (1) to two (2) 16mm and one (1) to two (2) 35mm Planetary Cameras, complete with Duplex Kit and Subject Holders. To be replaced yearly or serviced biannually by Contractor at County's option.

The cameras shall contain the following features:

(35mm cameras must be able to film in duplex mode).

- A. A subject holder with slide board and circuitry to prevent double exposing of either odd or even pages.
- B. Circuitry to prevent operation of the footswitch when film unit is in other than cine mode.

-
- C. Automatic take up of film leader with adjustable timing mechanism.
 - D. Bypass switch incorporated to advance film in single frame increments.
 - E. Fixed reduction at 19x with non-adjustable aperture.
 - F. Dual lighting system to indicate side to be exposed.
 - G. Reverse exposure lamp system to prevent exposure lamps from directly exposing material to be photographed. This system allows work to be done in a lighted environment.
 - H. On/Off switch, voltmeter and bypass control to be located on right front panel of cabinet for ease of operator use.

III. SUPPLIES PROVIDED AND SERVICES PERFORMED BY THE CONTRACTOR

A. SUPPLIES

- 1. 16mm and 35mm anti-halation, silver-based Archival Standard Microfilm camera for recording.
- 2. Film return spools, cans, boxes, mailing folders, labels, masks and targets, compressed air for cleaning, glass cleaner, supply order forms, pre-addressed shipping labels, filler sheets as needed.
- 3. Recording order forms for daily microfilm records and binders to house same.
- 4. Insert or remove from binders all recording sheets as required.

B. SERVICES

Contractor shall supply the following services and perform the following functions:

- 1. Packaging and delivery of all microfilm and other forms from the Clerk of Superior Court to the Contractor. All film and duplicates to be returned to the Clerk of Superior Court.
- 2. Contractor must provide on-site personnel for daily 16mm and 35mm filming on cameras supplied by Contractor. The on-site personnel shall conduct a variety of moderately complex civil and criminal court case records management activities. This person must have 3-5 years experience and qualified in differentiating between court related documents; judgments, ex parte, civil, complaints, pleading, answers, judge's orders, and some criminal court cases. The person who is microfilming must be qualified and understand the sequencing of documents within a case. As an audit function, the on-site personnel will review that all components of a case are present and in proper sequence prior to microfilming. Once filming is completed all staples, folders, rubber bands, etc., must be replaced and case folder returned to it's original condition and returned back to the proper court for the Clerk.
- 3. Replace record bookbinders and index binders as needed, for all deed book binders up through the year 1999, including compact books created up through 1999.

-
4. Upon request, Contractor will replace fly sheets in compact book binders as needed for all compact books up to 1999 as well as the fly sheet in criminal and ex parte compact books at prices set forth in Section 7 Pricing.
 5. Microfilm all 16mm Clerk of Superior Court records for recording purposes.
 6. Insert or remove from binders all recording sheets as required.
 7. Contractor must provide personnel for daily 16mm and 35mm filming on supplied cameras supplied by Contractor. The successful Contractor is to respond with personnel.
 8. Packaging and delivery of all microfilming and other forms from the Clerk of Superior Court (COSC) to the Contractor and from the Contractor to the COSC.
 9. Contractor shall splice the master negative (camera) film into (5) volume lengths, in strict consecutive and page order and shall place it in an acid free or insert plastic labeled box. Any retakes that are necessary will be spliced into the film in consecutive book and page order and will be accomplished by the butt weld method.
 10. Since it is possible that some of the film will include frames made from poor typewriter ribbons or signatures so that the image cannot be brought out on the electrostatic recording, the Contractor will re-do these pages at the option of the County on silver prints and on 100% rag stock paper.
 11. Contractor shall supply continuous quality and technical supervision of the entire service rendered. Contractor shall be responsible during the life of the contract, to advise the County of any changes or improvements in procedures or techniques, which may improve the quality of the film image.
 12. Contractor shall be responsible for servicing (and/or replacing) all equipment provided to the County for use in microfilming records and shall have complete parts in inventory available as well as a trained full-time service technician available during business hours.
 13. Contractor shall be able to have all equipment installed and operational within five (5) business days of award of the contract.

IV. TECHNICAL SPECIFICATION OF MICROFILM

A. FILM

1. The 16mm and 35mm Archival microfilm for recording shall be spooled in lengths of approximately 100 feet and it shall be delivered in acid-free or inert plastic labeled boxes.
2. The film shall be capable for resolving at least 180 lines per mm and shall carry the NBS symbols of approved safety Archival base.

B. PROCESSING

The Contractor shall certify upon request at any time during the life of the contract, that all film has been processed in a deep well continuous film processor with automatic replenishment of chemicals and that daily test of hypo-content proved that none of the County's film has been reading in excess of .07, mag/sq. in using the Methylene Blue Test. Contractor must have a back-up location to process film in case of emergencies. Contractor must develop all film to meet or exceed the microfilm standard of the Georgia Department of Archives and History. Prints shall be made directly from this microfilm. Contractor must list the make and model of all machines used to process film. Contractor must also supply testing procedure used to assure all specifications are met.

Contractor must supply the County with certified results of methylene blue testing to assure that processing standards for archival microfilm are met. These certified test results shall be provided on a weekly basis for the entire term of the contract. Failure to provide the weekly certified test results will be a material breach and grounds for termination of the contract. At the County's option, Contractor may be required to provide methylene blue testing through an independent testing firm, so as to confirm that all processing standards for archival microfilm are met.

V. SPECIFICATION OF PRINTS

1. If the County requires electrostatic prints they shall be produced on #1 linen ledger (100% rag bright white paper) sub #24.
2. The finished trim of all sheets shall be 11 x 8 ½" plus/minus 1/64".
3. Prints shall be made on both sides of each sheet.
4. Industrial Copy flow equipment only will be used to insure archival quality and page number sequence. Office copy machines will not be allowed. Contractor must have at least two (2) to three (3) or more machines on premises and must have a back-up location in case of emergencies. Contractor must list capacity of each machine.

VI. SERVICE, EQUIPMENT AND SUPPLIES

1. Notwithstanding anything to the contrary contained herein, Contractor is to supply ample equipment and supplies as to make the system functional to the greatest degree and it is understood that as the demand increases, the equipment, services and supplies will increase in direct proportion to demand.

VII. SHIPPING AND TRANSMITTALS

1. Contractor shall return the trimmed and punched recording sheets. not more than forty-eight (48) hours from the date of receipt, exclusive of weekends and holidays.
2. The Clerk's office may request binders and the Contractor shall furnish these binders at the prices as set forth in the Price Section. The binders shall be furnished as required by the Clerk's Office (See binder specifications) and at the price set forth in Section 7 Pricing.

VIII. COMPACT BOOK SPECIFICATIONS**A. BINDERS**

The binders are for sizes 11" binding side by 8 ½" width. The capacity is to be 7/10". The sheet mechanism is to be designed for a round post punching on 3/4" centers. A binder consists of a front cover and back cover, four expansion posts and a fly leaf containing the title and volume description lettered in positions that will match the front cover window and the backbone window of the book covers. All Bidders must submit a sample binder, complete with microfilm prints with bid.

B. COVERS

The covers shall be formed by injection molding of permanently flexible polypropylene material. The thickness shall be .070" with thicker edges and a hinge channel of a thickness suitable to provide permanent hinge and locking mechanism shall be molded as a integral part of each cover. The legs shall consist of inter-engaging complimentary segments of a cylinder and equal number of each cover. They shall be so positioned that when the two covers are placed together, each set of segments or legs will match to form a cylinder, four cylinders to a binder. The cylinder so formed shall be .346" in diameter, and four cylinders shall be positioned symmetrically on 3 3/4" centers. Color of covers will be black.

C. LOCKING ACTION

When these legs are expanded by means of a pin pushed into the hollow of the cylinder, they will lock together the two covers and the record sheets contained therein. The act of punching the same pins out of the assembly will unlock the sheets and covers. The segments or legs attached to each of the covers shall also provide guideposts to act as locators for loose sheets as sheets are added.

D. PROTECTIVE BOX

When the front and back cover are assembled as described above, they shall provide friction or snap locks at the outer right hand edge that will engage under light closing pressure and that will release under light twisting or opening pressure. This locking action will be sufficiently strong to maintain light but continuous flattening pressure on the sheet contained therein. The two covers so engaged together should form a shape that will include rigid corner elements at each corner which will form a protective box-like structure when the binder is closed and locked.

E. HINGES

The hinge position shall be 1" from the backbone on front and back cover. The hinge shall be permanent, based on the characteristic of polypropylene material when molded in proper relationship of hinge thickness to base thickness.

F. IDENTIFICATION CONTENTS

The front covers shall contain a window approximately 2 3/4" x 3 3/4" for convenience in identifying the contents of the binder as lettered on the fly leaf. The front and back covers, when properly locked together shall form a window approximately 10" x ½" on the backbone for convenience in identifying the

contents of the binder as lettered on the fly leaf.

G. FLY LEAVES

Each binder shall be equipped with a continuous fly leaf punched for the above spacing. The material shall be pyroxylin coated polyolefin. The areas for lettering shall be positioned compatible with the windows of the front cover and backbone of the book.

H. LETTERING

Binders are to be lettered as specified by the County. Lettering in color background will be determined by the County. Bidder shall supply sample compact book along with bid submission.

IX. PLAT FILMING, REPRODUCTION AND PLAT BINDERS

These services may be requested by the Clerk's office and can include replacement or repair of existing binders at the County's option. The prices for products and services are set forth in Section 7 Pricing.

1. Contractor should have access to a high resolution planetary 35mm microfilm camera to film plats up to 18x24. Bidder should state make and model of camera.
2. A qualified microfilm technician shall be made available by Contractor to film plats. For certain size plats, a larger camera and technician can be off site.
3. Film used will be high resolution 35mm non-perforated AHU microfilm.
4. Contractor shall produce positive (black lettering on white background) duplex lined ledger prints of all plats. Provide sample with bid response.
5. Prints will have a 1.5mm mylar lamination coating and will be trimmed to size 18" x 23 ½".
6. Binders are to be for size eighteen inches (18") binding side, 23.5" width. The sheet holding mechanism is to be designed for three round post punching. A binder consists of a front cover, back cover, and back plate and flyleaf. Supply sample with bid.
7. Covers shall be made of a polypropylene material and shall not exceed twenty-four inches (24").
8. Binders are to be lettered as specified by the Clerk of Superior Court.
9. In order for the County to have the necessary controls over personnel involved in this work and this system, the manufacturer must perform all the foregoing functions on his own premises. There shall be no sub-letting of any item, such as filming, sheet production, lamination or binder manufacturing without the prior written approval of the County.
10. Services will be performed on a daily basis at Clerk of Superior Court's location, 136 Pryor Street, Atlanta, Georgia, 30303.

X. ADDITIONAL SERVICES AND INSTRUCTIONS**A. DUPLICATION OF MICROFILM**

1. Contractor must provide an original and two (2) duplicate Diazo rolls of 35mm microfilm. Microfilm is to be packaged and sent separately in acid free or inert plastic boxes within five (5) working days of the ship date from the Clerk of Superior Court.
2. Contractor must provide 16mm x 100 ft. rolls of archival quality microfilm, processing of that film after it is exposed by Fulton County personnel, and one original silver film, and two Diazo duplicate of same microfilm is to be packaged and sent separately in acid free or inert plastic boxes within five (5) working days of the ship date from the Clerk of Superior Court. Contractor will additionally provide duplicate diazo copies for all 16mm x 100ft film from January 1988 to present as requested by Clerk of Superior Court contingent upon funding.
3. All microfilm records are the property of the County and shall not be released to any other party without the written approval of the Clerk of Superior Court.
4. Contractor will provide all products and perform services in the Clerk of Superior Court's office at 136 Pryor Street, Atlanta, Georgia 30303 and will not sublet any of the work without prior written consent of the Fulton County Clerk of Superior Court.

B. 16MM MICROFILM

1. Contractor will supply Fulton County with 1700 rolls of 16mm microfilm, the type described elsewhere in this document. Each roll will be capable of storing approximately 1,700 standard images.
2. Contractor will provide quality processing of the 16mm microfilm as described elsewhere in this document
3. Contractor will return all fully processed original microfilm to the Fulton County Clerk of Superior Court along with two Diazo copies of the original film. Microfilm is to be packaged separately in acid free or inert plastic boxes within five (5) working days of the ship date from the Clerk of Superior Court

C. CREATION OF COMPACT BOOKS

Contractor shall employ one (1) to three (3) persons to image new records onto 35mm microfilm which is also supplied by the Contractor. The work will be done on equipment which will be supplied and maintained by the Contractor. Exposed microfilm will be sent to the Contractor daily. Compact books will be sent back to Fulton County Clerk of Superior Court. Shipping charges are part of the cost included in the Vendor's response to bid

Turnaround time: _____ hours/days/weeks

The Contractor will return the original microfilm along with (2) Diazo copies of that microfilm packaged in acid free or inert plastic boxes within five (5) working days of the ship date from the Clerk of Superior Court. Each final roll will contain the images of at least four (4) compact books and must be clearly labeled as to which books it contains, as well as any retakes

The Contractor must provide toll-free telephone support for the entire project. In addition, a designated representative should be available to the Clerk's Office and provide telephone support as needed

D. LAMINATED PLAT SHEETS

1. Contractor shall capture original plat sheets on 35mm microfilm
2. Contractor shall process microfilm as described elsewhere in this bid.
3. Contractor shall use the microfilm to create laminated copies of the plat sheets as described elsewhere in this bid.
4. Contractor shall bind plat sheets appropriately, using high quality hinged binder described elsewhere in this bid.
5. Contractor shall deliver completed bound plat sheet copies to the Fulton County Clerk of Superior Court along with original book, original (silver) microfilm, one (1) duplicate Diazo microfilm and Diazo aperture cards packaged separately and sent within five (5) working days of ship date from the Clerk of Superior Court.

The Contractor will process the 35mm microfilm as described elsewhere in this bid. The Contractor will convert that microfilm into compact books as described elsewhere in this bid. Each book will consist of approximately 350 pages.

END OF SPECIFICATIONS

SECTION 8A

PERFORMANCE BOND REQUIREMENTS

No contract with Fulton County for work to be done shall be valid for any purpose unless the Contractor shall give a Performance Bond with good and sufficient surety payable to, in favor of and for the protection of Fulton County. The Performance Bond shall be in the amount of at 100% of the total contract amount payable by the terms of the Contract and shall be written on the enclosed form.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business as a surety in Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS [INSERT CONTRACTOR NAME] (hereinafter called the "Principal") and [insert name of surety] (hereinafter called the "Surety"), are held and firmly bound unto **FULTON COUNTY**, a political subdivision of the State of Georgia (hereinafter called the "Owner") and their successors and assigns, the penal sum of [100% of contract amount], lawful money of the United States of America, for the payment of which the principal and the Surety bind themselves, their administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written contract (Contract) with the Owner, dated _____, which is incorporated herein by reference in its entirety, for the [NAME OF PROJECT], more particularly described in the Contract (herein called the "Project"); and

NOW, THEREFORE, the conditions of this obligation are as follows, that if the Principal shall fully and completely perform all the undertakings, covenants, terms, conditions, warranties, and guarantees contained in the Contract, including all modifications, amendments, changes, deletions, additions, and alterations thereto that may hereafter be made, then this obligation shall be void; otherwise it shall remain in full force and effect.

Whenever the Principal shall be, and declared by the Owner to be, in default under the Construction-Type Contract, the Surety shall promptly remedy the default as follows:

1. Complete the Contract in accordance with its terms and conditions; or, at the sole option of the Owner,
2. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by the Surety and the Owner of the lowest responsible Bidder, arrange for a contract between such Bidder and Owner and make available as the work progresses (even though there should be a default or succession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum set forth in the first paragraph hereof, as may be adjusted, and the Surety shall make available and pay to the Owner the funds required by this Paragraph prior to the payment of the Owner of the balance of the contract price, or any portion thereof. The term "balance of the contract price," as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract, and any amendments thereto, less the amount paid by the Owner to the Contractor; or, at the sole option of the Owner,
3. Allow Owner to complete the work and reimburse the Owner for all reasonable costs incurred in completing the work.

In addition to performing as required in the above paragraphs, the Surety shall indemnify and hold harmless the Owner from any and all losses, liability and damages, claims, judgments, liens, costs and fees of every description, including reasonable attorney's fees, litigation costs and expert witness fees, which the Owner may incur, sustain or suffer by reason of the failure or default on the part of the Principal in the performance of any or all of the terms, provisions, and requirements of the Contract, including any and all amendments and modifications thereto, or incurred by the Owner in making good any such failure of performance on the part of the Principal.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after written notice from the Owner to the Surety.

The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and any other amendments in or about the Contract, and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, change in payment terms, and amendments.

The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment to the Contract, so as to bind the Principal and the Surety to the full and faithful performance of the Contract as so amended or modified, and so as to increase the penal sum to the adjusted Contract Price of the Contract.

No right of action shall accrue on this Bond to or for the use of any person, entity or corporation other than the Owner and any other obligee named herein, or their executors, administrators, successors or assigns.

This Bond is intended to comply with O.C.G.A. Section 36-91-1 et seq., and shall be interpreted so; as to comply with; the minimum requirements thereof. However, in the event the express language of this Bond extends protection to; the Owner beyond that contemplated by O.C.G.A. Section 36-91-1 et seq. and O.C.G.A. Section 13-10-1, as amended, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF the undersigned have caused this instrument to be executed and their respective corporate seals to be affixed and attested by their duly authorized representatives this day of _____, _____.

_____(SEAL)
(Principal)

By: _____

Attest:

Secretary

_____(SEAL)
(Surety)

By: _____

Attest:

Secretary

(Address of Surety's Home Office)

(Resident Agent of Surety)

END OF SECTION NO. 8A

SECTION 8B**PAYMENT BOND REQUIREMENTS**

No Contract with Fulton County for work to be done shall be valid for any purpose unless the Contractor shall give a Payment Bond with good and sufficient surety payable to Fulton County for the use and protection of all sub-Contractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the Contract. The Payment Bond shall be in the amount of 100% of the total contract amount payable by the terms of the Contract and shall be written on the following form.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS that [insert name of Contractor] (hereinafter called the "Principal") and [insert name of surety] (hereinafter called the "Surety"), are held and firmly bound unto **FULTON COUNTY**, a political subdivision of the State of Georgia (hereinafter called the "Owner"), its successors and assigns as obligee, in the penal sum of [100% of contract amount], lawful money of the United States of America, for the payment of which the Principal and the Surety bind themselves, their administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written contract with the Owner, dated [insert date of contract], which is incorporated herein by reference in its entirety (hereinafter called the "Contract"), for construction-type services of a project known as [insert name of project], as more particularly described in the Contract (hereinafter called the "Project");

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall promptly make payment to all persons working on or supplying labor or materials under the Contract, and any amendments thereto, with regard to labor or materials furnished and used in the Project, and with regard to labor or materials furnished but not so used, then this obligation shall be void; but otherwise it shall remain in full force and effect.

1. A "Claimant" shall be defined herein as any Sub-Contractor, person, party, partnership, corporation or the entity furnishing labor, services or materials used, or reasonably required for use, in the performance of the Contract, without regard to whether such labor, services or materials were sold, leased or rented, and without regard to whether such Claimant is or is not in privity of contract with the Principal or any Sub-Contractor performing work on the Project, including, but not limited to, the following labor, services, or materials: water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.

2. In the event a Claimant files a lien against the property of the Owner, and the Principal fails or refuses to satisfy or remove it promptly, the Surety shall satisfy or remove the lien promptly upon written notice from the Owner, either by bond or as otherwise provided in the Contract.

3. The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in the payment terms, and any other amendments in or about the Contract and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and amendments.

4. The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment or modifications to the Contract, so as to bind the Principal and Surety, jointly and severally, to the full payment of any Claimant under the Contract, as amended or modified, provided only that the Surety shall not be liable for more than the penal sum of the Bond, as specified in the first paragraph hereof.

5. This Bond is made for the use and benefit of all persons, firms, and corporations who or which may furnish any materials or perform any labor for or on account of the construction-type services to be performed or supplied under the Contract, and any amendments thereto, and they and each of them may sue hereon.

6. No action may be maintained on this Bond after one (1) year from the date the last services, labor, or materials were provided under the Contract by the Claimant prosecuting said action.

7. This Bond is intended to comply with O.C.G.A. Section 13-10-1, and shall be interpreted so as to comply with the minimum requirements thereof. However, in the event the express language of this Bond extends protection to the Owner beyond that contemplated by O.C.G.A. Section 13-10-1, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF, the Principal and Surety have hereunto affixed their corporate seals and caused this obligations to be signed by their duly authorized representatives this _____ of _____.

_____(SEAL)
(Principal)

By: _____

Attest:

Secretary

_____(SEAL)
(Surety)

By: _____

Attest:

Secretary

(Address of Surety's Home Office)

(Resident Agent of Surety)

END OF SECTION NO. 8B

SECTION 9 GENERAL CONDITIONS

BID OUTLINE:

Carefully review the specifications and conditions. Where appropriate, complete all forms and request for information. These should be submitted with your bid, and you should take care that the Certificate of Acceptance of Specifications and Conditions is included at the end of the bid, as this is your certification that you understand and accept the conditions and specifications.

Bid for Microfilming, Archival/Print/Plats Services

Company Name

Submitted by

Address

City, State and Zip Code

Phone**REQUIRED SUBMITTALS:**

The Vendor is required to indicate below three (3) references for which Vendor has performed a similar service within the last three (3) years who can verify the Vendor's capability to perform this service:

Company Name: _____

Type of Project: _____

Contact Person: _____ Phone: _____

Company Name: _____

Type of Project: _____

Contact Person: _____ Phone: _____

Company Name: _____

Type of Project: _____

Contact Person: _____ Phone: _____

INVOICES:

Invoice should be sent to the address below to expedite payment of invoices:

Fulton County Clerk of Superior Court
Attention: Maxine Tanker
136 Pryor Street, S.W. C155
Atlanta, Ga. 30303

Invoices submitted must include the purchase order number, department name and contact person for whom order was delivered, date of service, item number(s), item description(s), and unit cost. Invoices must be sent monthly so that the Clerk's office will receive by the 15th of each month.

Invoices will be returned unpaid to the Vendor when one (1) of the following conditions exists:

- A. Invoice does not contain all the required information
- B. Price on the invoice does not correspond to the bid price
- C. Invoices received after first week of April for services performed during the previous calendar year will be held for payment until funding is approved, at the Vendor's risk

The Bidder(s) agrees to observe Fulton County's goal of paying all valid invoices within thirty (30) days of receipt by the Clerk of Superior Court.

Fulton County shall make payment to Contractor by U.S. Mail approximately thirty (30) days after the receipt of a proper invoice by the Fulton County Clerk of Superior Court. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and sub-contract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1etseq, pursuant 13-11-7(b), and the rates of interest, payment periods, and contract and sub-contract terms provided for under the Prompt Pay Act shall have no application to this contract; parties further agree that Fulton County shall not be liable for any interest or penalty arising from late payments.

The Prime Contractor must certify in writing that all Subcontractors and suppliers have been promptly paid for work and materials and previous progress payments received, less any retainage by the Prime Contractor prior to receipt of any further progress payments. In the event the Prime Contractor is unable to pay Subcontractors or suppliers until it has received a progress payment from Fulton County, the Prime Contractor shall pay all Subcontractors or suppliers funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County.

No applications for payment will be accepted by Fulton County until all work is complete and all of the specifications are met.

The successful Vendor will comply with all lawful agreement, if any, which the said successful Vendor has made with any association, union, or other entity with respect to wages, salaries and working conditions as not to cause inconvenience, picketing, or work stoppages.

Note: No job, task or duty may be submitted to Fulton County for payment unless the work has been completed.

PAYMENT:

The successful Vendor agrees to observe Fulton County's goal of paying all valid invoices within thirty (30) days of receipt by the General Services Department. The successful Vendor agrees that when and if this goal cannot be met, no legal action will be taken to force payment and no interest or penalty will accrue because of the County exceeding the thirty (30) day goal.

PRICING:

All prices must be guaranteed by the authorized person(s) against any price increase for the time period designated (unless otherwise stated in the bid specification). Fulton County must be given the benefit of any price decrease occurring during such designated time period.

BILLING REQUIREMENTS:

1. Each invoice shall clearly reference the purchase order number, describe the type of service and quantity (i.e., 16mm, 35mm), the date the service was completed and the unit cost (per page, per print) of each service provided. Two (2) monthly invoices should be generated, one (1) for daily microfilming and one (1) for all other work, such as binders and supplies.
2. Additionally, the Contractor shall submit the monthly itemized invoices to the County for all charges for the previous month as set forth in Paragraph 1 of this Section. The invoices shall be sent monthly so that the Clerk's office will receive them by the 15th of each month. Any invoices not received by the 15th will be processed for payment in the following month.
3. Invoices shall reflect charges for services performed in the previous month **ONLY** and may be handwritten, but must comply with Paragraph 1 of this section and must be legible.
4. Shipping and handling charges shall be reflected in the invoices as part of the Contractor's response to the bid.
5. Contractor shall bill in a timely manner to ensure charges are billed against the current budget. Any invoices received after the first week of April for services performed during the previous calendar year will be held for payment until funding is approved in the subsequent calendar year's budget, at Contractor's risk.

SECTION 10

PRICING FORMS

Proposer(s) shall submit pricing as follows for all services as outlined in this ITB.

- | | | |
|-----|---------------------------------------|----------------------|
| 1. | Pages of documents – 2,571,035 | \$ _____ with filmer |
| 2. | Dup 35mm – | \$ _____ /roll |
| 3. | 16mm film with Processing-1,700 rolls | \$ _____ /roll |
| 4. | Dup film – 16mm-1,700 rolls | \$ _____ /roll |
| 5. | Laminated Plats- | \$ _____ /plat |
| 6. | Plat Binders | \$ _____ each |
| 7. | Aperture cards | \$ _____ each |
| 8. | Index binders- (8.5" x 11.5") | \$ _____ each |
| 9. | Index binders- (14" x 11") | \$ _____ each |
| 10. | Fly sheets- | \$ _____ each |
| 11. | Compact Book Binders | \$ _____ each |

EXHIBITS

EXHIBIT 1**Required Bid Submittal Check List for Invitation To Bid (ITB)**

The following submittals shall be completed and submitted with each bid (see table below

"Required Bid Submittal Check List."). **Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.**

Submit one (1) Original bid, signed and dated and ____ () **complete** copies of the Original Bid including all required documents.

Item #	Required Bid Submittal Check List	Check (√)
1	Bid Form – submittal shall show amounts for both Base Bid and Alternate and shall be signed and sealed by the Bidder. All dollar amounts must be Both in writing AND figures and represent prices for the published scope of work without exceptions.	
2	Acknowledgement of each Addendum	
3	Bid Bond (separate envelope if Public Works Construction project)	
4	Purchasing Forms Form A - Non-Collusion Affidavit of Prime Bidder/Offeror Form B - Non-Collusion Affidavit of Sub-Contractor Form C - Certificate of Acceptance of Request for Bid/Proposal Requirements Form D - Georgia Utility Contractor License Form E - Certificate Regarding Debarment Form F - Corporate Certificate Form G - Disclosure Form & Questionnaire	
5	Office of Contract Compliance Requirements Exhibit A - Promise of Non-Discrimination Exhibit B - Employment Record Exhibit C - Schedule of Intended Sub-Contractor Utilization Exhibit D - Letter of Intent to Perform as Sub-Contractor Exhibit E - Declaration Regarding Sub-Contractor Practices Exhibit F - Joint Venture Disclosure Affidavit Exhibit G - Prime Contractor/Sub-Contractor Utilization Report Equal Business Opportunity Plan (EBO Plan)	
6	Risk Management Insurance Provisions Form	
7	Cost Proposals	
8		
9		
10		
11		
12		
13		
14		
15		

SAMPLE CONTRACT
FOR
MICROFILMING, ARCHIVALPRINT/PLATS SERVICE

INTENT:

It is the intent of this Contract to set forth the obligations of _____ ("the Contractor"). The Contractor must furnish equipment and supplies, as well as services for Microfilming, Archival Prints/Plats Service to the Fulton County Clerk of Superior Court, County Courthouse, 136 Pryor Street, S.W., Atlanta, Georgia 30303 from date of award through one (1) year later.

These specifications cover such technical photographic services, in addition to clerical, functions as are required to utilize Duplex Electrostatic Recording.

THIS CONTRACT INCORPORATES HEREIN BY REFERENCE THE INVITATION TO BID ("ITB") _____ AS IT IS FULLY SET FORTH HEREIN. A COPY OF THE ITB IS ATTACHED HERETO AS EXHIBIT "A." IN THE EVENT OF A CONFLICT BETWEEN THE TERMS OF CONTRACT AND THE ITB, THE TERMS OF THE CONTRACT SHALL CONTROL.

I. SUPPLIES PROVIDED AND SERVICES PERFORMED BY THE CLERK OF SUPERIOR COURT**A. SUPPLIES**

The Clerk of Superior Court ("County") will supply, at its own expense, the following items:

1. Document Numbering Machine.
2. Ink Pad.
3. Miscellaneous supplies not specifically provided by the Contractor, as available.

B. SERVICES

The County will supply, at its own expense the following services and/or personnel to perform the listed services:

1. Document reception and preparation (check documents to ensure each page is numbered and list of files is included).
2. Provide list indicating color or letters and background for binders to be furnished by Contractor.
3. Periodically check old deed book binders for repair or replacement; including, but not limited to, those binders that are labeled grantor/grantee, sizes 8 ½" x 11" and 14 ½" x 11".
4. Check fly sheets for replacement in compact books up to 1999 for deed books, criminal books and exparte books.

II. EQUIPMENT TO BE FURNISHED BY THE CONTRACTOR

1. One (1) to two (2) 16mm and one (1) to two (2) 35mm Planetary Cameras, complete with Duplex Kit and Subject Holders. To be replaced yearly or serviced biannually by Contractor at County's option.

The cameras shall contain the following features:

(35mm cameras must be able to film in duplex mode)

- A. A subject holder with slide board and circuitry to prevent double exposing of either odd or even pages.
- B. Circuitry to prevent operation of the footswitch when film unit is in other than cine mode.
- C. Automatic take up of film leader with adjustable timing mechanism.
- D. Bypass switch incorporated to advance film in single frame increments
- E. Fixed reduction at 19x with non-adjustable aperture
- F. Dual lighting system to indicate side to be exposed
- G. Reverse exposure lamp system to prevent exposure lamps from directly exposing material to be photographed. This system allows work to be done in a lighted environment
- H. On/Off switch, voltmeter and bypass control to be located on right front panel of cabinet for ease of operator use

III. SUPPLIES PROVIDED AND SERVICES PERFORMED BY THE CONTRACTOR

A. SUPPLIES

- 1. 16mm and 35mm anti-halation, silver-based Archival Standard Microfilm camera for recording.
- 2. Film return spools, cans, boxes, mailing folders, labels, masks and targets, compressed air for cleaning, glass cleaner, supply order forms, pre-addressed shipping labels, filler sheets as needed.
- 3. Recording order forms for daily microfilm records and binders to house same.
- 4. Insert or remove from binders all recording sheets as required.

B. SERVICES

Contractor shall supply the following services and perform the following Functions:

- 1. Packaging and delivery of all microfilm and other forms from the Clerk of Superior Court to the Contractor. All film and duplicates to be returned to the Clerk of Superior Court.
- 2. Contractor must provide on-site personnel for daily 16mm and 35mm filming on cameras supplied by Contractor. The on-site personnel conducts a variety of moderately complex Civil and Criminal Court case records management activities. This person must have 3-5 years experience and qualified in differentiating between Court related Court related documents; Judgements, Exparte, Civil, Complaints, Pleading, Judge's Answers, Judge's Orders, and some Criminal Court cases. The person who is microfilming must be qualified and understand the sequencing of documents within a case. As an audit function, the on-site personnel will review that all components of a case are

present and in proper sequence prior to microfilming. Once filming is completed all staples, folders, rubber bands, etc., must be replaced and case folder returned to it's original condition and returned back to the proper Court for the Clerk.

3. Replace record bookbinders and index binders as needed, for all deed book binders up through the year 1999, including compact books created up through 1999.
4. Upon request, Contractor will replace fly sheets in compact book binders as needed for all compact books up to 1999 as well as the fly sheet in criminal and exparte compact books at prices set forth in the Price Section
5. Microfilm all 16mm Clerk of Superior Court records for recording purposes
6. Insert or remove from binders all recording sheets as required.
7. Contractor must provide personnel for daily 16mm and 35mm filming on supplied cameras supplied by Contractor. The successful Contractor is to respond with personnel
8. Packaging and delivery of all microfilming and other forms from the Clerk of Superior Court (COSC) to the Contractor and from the Contractor to the COSC
9. Contractor shall splice the master negative (camera) film into (5) volume lengths, in strict consecutive and page order and shall place it in an acid free or insert plastic labeled box. Any retakes that are necessary will be spliced into the film in consecutive book and page order and will be accomplished by the butt weld method
10. Since it is possible that some of the film will include frames made from poor typewriter ribbons or signatures so that the image cannot be brought out on the electrostatic recording, the Contractor will re-do these pages at the option of the county on silver prints and on 100% rag stock paper
11. Contractor shall supply continuous quality and technical supervision of the entire service rendered. Contractor shall be responsible during the life of the contract, to advise the County of any changes or improvements in procedures or techniques, which may improve the quality of the film image
12. Contractor shall be responsible for servicing (and/or replacing) all equipment provided to the County for use in microfilming records and shall have complete parts in inventory available as well as a trained full-time service technician available during business hours
13. Contractor shall be able to have all equipment installed and operational within 5 business days of award of the contract

IV. TECHNICAL SPECIFICATION OF MICROFILM

A. FILM

1. The 16mm and 35mm Archival microfilm for recording shall be spooled in lengths of approximately 100 feet and it shall be delivered in acid-free or inert plastic labeled boxes.

2. The film shall be capable for resolving at least 180 lines per mm and shall carry the NBS symbols of approved safety Archival base.

B. PROCESSING

The Contractor shall certify upon request at any time during the life of the contract, that all film has been processed in a deep well continuous film processor with automatic replenishment of chemicals and that daily test of hypo-content proved that none of the County's film has been reading in excess of .07, mag/sq. in using the Methylene Blue Test. Contractor must have a back-up location to process film in case of emergencies. Contractor must develop all film to meet or exceed the microfilm standard of the Georgia Department of Archives and History. Prints -will be made directly from this microfilm. Contractor must list the make and model of all machines used to process film. Contractor must also supply testing procedure used to assure all specifications are met.

Contractor must supply the County with certified results of methylene blue testing to assure that processing standards for archival microfilm are met. These certified test results shall be provided on a weekly basis for the entire term of the contract. Failure to provide the weekly certified test results will be a material breach and grounds for termination of the contract. At the County's option, Contractor may be required to provide methylene blue testing through an independent testing firm, so as to confirm that all processing standards for archival microfilm are met.

V. SPECIFICATION OF PRINTS

1. If the County requires electrostatic prints they shall be produced on #1 linen ledger (100% rag bright white paper) sub #24
2. The finished trim of all sheets shall be 11 x 8 ½" plus/minus 1/64"
3. Prints shall be made on both sides of each sheet
4. Industrial Copy flow equipment only will be used to insure archival quality and page number sequence. Office copy machines will not be allowed. Contractor must have at least two (2) to three (3) or more machines on premises and must have a back-up location in case of emergencies. Contractor must list capacity of each machine

VI. SERVICE, EQUIPMENT AND SUPPLIES

1. Notwithstanding anything to the contrary contained herein, Contractor is to supply ample equipment and supplies as to make the system functional to the greatest degree and it is understood that as the demand increases, the equipment, services and supplies will increase in direct proportion to demand.

VII. SHIPPING AND TRANSMITTALS

1. Contractor shall return the trimmed and punched recording sheets not more than forty-eight (48) hours from the date of receipt, exclusive of weekends and holidays.
2. The Clerk's office may request binders and the Contractor shall furnish these binders at the prices as set forth in the Price Section. The binders shall be furnished as required by the Clerk's Office (See binder specifications) and at the

price set forth in Section XI Price.

VIII. COMPACT BOOK SPECIFICATIONS

A. BINDERS

The binders are for sizes 11" binding side by 8 ½" width. The capacity is to be 7/10". The sheet mechanism is to be designed for post round punching on 3/4" centers. A binder consists of a front cover and back cover, four expansion posts and a fly leaf containing the title and volume description lettered in positions that will match the front cover window and the backbone window of the book covers.

B. COVERS

The covers shall be formed by injection molding of permanently flexible polypropylene material. The thickness shall be .070" with thicker edges and a hinge channel of a thickness suitable to provide permanent hinge and locking mechanism shall be molded as a integral part of each cover. The legs shall consist of inter-engaging complimentary segments of a cylinder and equal number of each cover. They shall be so positioned that when the two covers are placed together, each set of segments or legs will match to form a cylinder, four cylinders to a binder. The cylinder so formed shall be .346" in diameter, and four cylinders shall be positioned symmetrically on 3 3/4" centers. Color of covers will be black.

C. LOCKING ACTION

When these legs are expanded by means of a pin pushed into the hollow of the cylinder, they will lock together the two covers and the record sheets contained therein. The act of punching the same pins out of the assembly will unlock the sheets and covers. The segments or legs attached to each of the covers shall also provide guideposts to act as locators for loose sheets as sheets are added.

D. PROTECTIVE BOX

When the front and back cover are assembled as described above, they shall provide friction or snap locks at the outer right hand edge that will engage under light closing pressure and that will release under light twisting or opening pressure. This locking action will be sufficiently strong to maintain light but continuous flattening pressure on the sheet contained therein. The two covers so engaged together should form a shape that will include rigid corner elements at each corner which will form a protective box-like structure when the binder is closed and locked.

E. HINGES

The hinge position shall be 1" from the backbone on front and back cover. The hinge shall be permanent, based on the characteristic of polypropylene material when molded in proper relationship of hinge thickness to base thickness.

F. IDENTIFICATION CONTENTS

The front covers shall contain a window approximately 2 3/4" x 3 3/4" for convenience in identifying the contents of the binder as lettered on the fly leaf. The front and back covers, when properly locked together shall form a window

approximately 10" x ½" on the backbone for convenience in identifying the contents of the binder as lettered on the fly leaf.

G. FLY LEAVES

Each binder shall be equipped with a continuous fly leaf punched for the above spacing. The material shall be pyroxylin coated polyolefin. The areas for lettering shall be positioned compatible with the windows of the front cover and backbone of the book.

H. LETTERING

Binders are to be lettered as specified by the County. Lettering in color background will be determined by the County.

IX. PLAT FILMING, REPRODUCTION AND PLAT BINDERS

These services may be requested by the Clerk's office and can include replacement or repair of existing binders at the County's option. The prices for products and services are set forth in the Price Section XI.

1. Contractor should have access to a high resolution planetary 35mm microfilm camera to film plats up to 18x24
2. A qualified microfilm technician shall be made available by Contractor to film plats. For certain size plats, a larger camera and technician can be off site
3. Film used will be high resolution 35mm non-perforated AHU microfilm
4. Contractor shall produce positive (black lettering on white background) duplex lined ledger prints of all plats
5. Prints will have a 1.5mm Mylar Lamination coating and will be trimmed to size 18" x 23 ½"
6. Binders are to be for size 18" binding side, 23.5" width. The sheet holding mechanism is to be designed for three round post punching. A binder consists of a front cover, back cover, and back plate and flyleaf
7. Covers shall be made of a polypropylene material and shall not exceed twenty-four inch (24")
8. Binders are to be lettered as specified by the Clerk of Superior Court
9. In order for the County to have the necessary controls over personnel involved in this work and this system, the manufacturer must perform all the foregoing functions on his own premises. There shall be no sub-letting of any item, such as filming, sheet production, lamination or binder manufacturing without the prior written approval of the County
10. Services will be performed on a daily basis at Clerk of Superior Court's location, 136 Pryor Street, Atlanta, Georgia, 30303

X. ADDITIONAL SERVICES AND INSTRUCTIONS**A. DUPLICATION OF MICROFILM**

1. Contractor must provide an original and two (2) duplicate Diazo rolls of 35mm microfilm. Microfilm is to be packaged and sent separately in acid free or inert plastic boxes within five (5) working days of the ship date from the Clerk of Superior Court.
2. Contractor must provide 16mm x 100 ft. rolls of archival quality microfilm, processing of that film after it is exposed by Fulton County personnel, and one original silver film, two Diazo duplicate of same microfilm is to be packaged and sent separately in acid free or inert plastic boxes within five (5) working days of the ship date from the Clerk of Superior Court. Contractor will additionally provide duplicate diazo copies for all 16mm x 100ft film from January 1988 to present as requested by Clerk of Superior Court contingent upon funding.
3. All microfilm records are the property of the County and shall not be released to any other party without the written approval of the Clerk of Superior Court.
4. Contractor will provide all products and perform services in the Clerk of Superior Court office at 136 Pryor Street, Atlanta, Georgia 30303 and will not sublet any of the work without prior written consent of the Fulton County Clerk of Superior Court.

B. 16MM MICROFILM

1. Contractor will supply Fulton County with approximately 1700 rolls of 16mm microfilm, the type described elsewhere in this document. Each roll will be capable of storing approximately 1,700 standard images
2. Contractor will provide quality processing of the 16mm microfilm as described elsewhere in this document
3. Contractor will return all fully processed original microfilm to the Fulton County Clerk of Superior Court along with two Diazo copies of the original film. Microfilm is to be packaged separately in acid free or inert plastic boxes within five (5) working days of the ship date from the Clerk of Superior Court

CREATION OF COMPACT BOOKS

Contractor shall employ one (1) to three (3) persons to image new records onto 35mm microfilm which is also supplied by the Contractor. The work will be done on equipment which will be supplied and maintained by the Contractor. Exposed microfilm will be sent to the Contractor daily. Compact Books will be sent back to Fulton County Clerk of Superior Court. Shipping charges are part of the cost included in the Vendor's response to bid.

The Contractor will return the original microfilm along with (2) Diazo copies of that microfilm packaged in acid free or inert plastic boxes within five (5) working days of the ship date from the Clerk of Superior Court. Each final roll will contain the images of at least four (4) compact books and must be clearly labeled as to which books it contains, as well as any retakes.

The Contractor must provide toll-free telephone support for the entire project. In addition,

a designated representative should be available to the Clerk's Office and provide telephone support as needed.

LAMINATED PLAT SHEETS

1. Contractor shall capture original plat sheets on 35mm microfilm.
2. Contractor shall process microfilm as described elsewhere in this document
3. Contractor shall use the microfilm to create laminated copies of the plat sheets as described elsewhere in this document
4. Contractor shall bind plat sheets appropriately, using high quality hinged binder described elsewhere in this document
5. Contractor shall deliver completed bound plat sheet copies to the Fulton County Clerk of Superior Court along with original book, original (silver) microfilm, one duplicate Diazo microfilm and aperture cards packaged separately and sent within five (5) working days of ship date from the Clerk of Superior Court

XI. PRICE

All prices must be guaranteed by the authorized person(s) against any price increase for the time period designated (unless otherwise stated in the bid specification). Fulton County must be given the benefit of any price decrease occurring during such designated time period.

Pricing is as follows for all services as outlined in this contract.

- | | | |
|-----|---------------------------------------|---------------------|
| 1. | Pages of documents – 2,571,035 | \$_____ with filmer |
| 2. | Dup 35mm – | \$_____ /roll |
| 3. | 16mm film with Processing-1,700 rolls | \$_____ /roll |
| 4. | Dup film – 16mm-1,700 rolls | \$_____ /roll |
| 5. | Laminated Plats - | \$_____ /plat |
| 6. | Plat Binders | \$_____ each |
| 7. | Aperture cards | \$_____ each |
| 8. | Index binders- (8.5" x 11.5") | \$_____ each |
| 9. | Index binders- (14" x 11") | \$_____ each |
| 10. | Fly sheets | \$_____ each |
| 11. | Compact Book Binders | \$_____ each |

Under no circumstances shall the value of this contract exceed \$_____ as set forth in Contractor's response to the ITB. Any alteration, variation, modifications or waiver of any provision of the Agreement shall be valid only when reduced to writing, duly acknowledged by the parties hereto by execution of a modification which shall be attached to and be part of this

Agreement.

BILLING REQUIREMENTS:

1. Each invoice shall clearly reference the purchase order number, describe the type of service and quantity (i.e., 16mm, 35mm), the date the service was completed and the unit cost (per page, per print) of each service provided. Two (2) monthly invoices should be generated, one (1) for daily microfilming and one (1) for all other work, such as binders and supplies.
2. Additionally, the Contractor shall submit the monthly itemized invoices to the County for all charges for the previous month as set forth in Paragraph 1 of this Section. The invoices shall be sent monthly so that the Clerk's office will receive them by the 15th of each month. Any invoices not received by the 15th will be processed for payment in the following month.
6. Invoices shall reflect charges for services performed in previous month only and may be handwritten, but must comply with Paragraph 1 of this section and must be legible.
7. Shipping and handling charges shall be reflected in the invoices as part of the Contractor's response to the bid.
5. Contractor shall bill in a timely manner to ensure charges are billed against the current budget. Any invoices received after the first week of April for services performed during the previous calendar year will be held for payment until funding is approved in the subsequent calendar year's budget, at Contractor's risk.

Termination of Contract: Fulton County shall have the right to cancel the contract at any time in the event the successful Proposer breaches the contract in any respect whatsoever. Either party may terminate this contract at the end of the initial one (1) year term or subsequent term by giving the other party not less than ninety (90) days written notice. In addition, the Owner may terminate this contract, at the Owner's sole and absolute discretion, at any time upon thirty (30) days written notice to the Contractor, due to unacceptable performance or failure to comply with all of its duties and obligations under this contract. If funds for this contract are not approved by the Fulton County Board of Commissioners for any calendar year, this contract is terminated. Contractor shall be paid for all work completed through the effective date of termination. The notice should be sent certified mail, to the following:

Catherine Robinson
Clerk of Superior Court
136 Pryor St. SW, Suite C155
Atlanta, GA 30303

IN WITNESS, Thereof, The Contractor has hereunto affixed his hand and seal, and has caused these present to execute in its name and by its County Officer duly authorized and has caused its Corporate Seal to be hereto affixed.

ATTEST:

FULTON COUNTY, GEORGIA

Fulton County Board of Commissioners

John Eaves, Chairman

Contractor's Signature

ATTEST:

Mark Massey, Clerk to Commission

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Willie J. Lovett, Jr., Deputy County Attorney
Office of County Attorney

Cathelene Robinson
Clerk of Superior Court

END OF SECTION